

Use the following Non-Usable Transaction Code (NUTC) numbers on the Iowa Department of Revenue Declaration of Value (DOV) form 57-006. All sales, regardless of classification, must be coded with the appropriate NUTC.

Code #	Description	Instructions
0	Normal	Code contract and deed sales that are considered arm's length transactions as normal. Normal contract sales are not used for Equalization; they are used for the annual Real Estate Assessment Sales Ratio Study so they must be coded appropriately.
1	Quit Claim Deed	Quit Claim Deed
2	Sale to/by Government/Exempt Organization	Government sales should have an exception on the deed referencing Iowa Code section 428A.2(6). Sales to/by an exempt organization (Seller or Buyer is an exempt organization). Abated properties are not included (i.e., urban revitalization or industrial abatement).
3	N/A	DO NOT USE
4	Transfer of Partial Interest	This is a purchase of a percentage of the total fee simple interest. If the total interest is represented in separate DOVs, the sale may be used by totaling the selling prices of the interest to equal 100%.
5	Life Estate	Life estate
6	N/A	DO NOT USE
7	Corporate Merger or Reorganization	Merger or reorganization of an existing entity. Should have an exception on the deed referencing Iowa Code section 428A.2(14).
8	Timeshare or COOP	COOPs are generally transferred through shares without filing a DOV or a deed. COOPs operating as apartment complexes that sell the entire complex are not to be considered a normal sale for Equalization purposes.
9	Contiguous properties (formerly adjoining/adjacent).	This code does not apply to properties classified agricultural. Buying two or more contiguous properties at one time is not abnormal. Buyer must own contiguous property prior to the purchase. Provide the parcel # and how long the buyer has owned the property and the contiguous parcel # for this NUTC to apply.
10	Assemblage (Does not apply to agricultural land)	Assemblage of agricultural land sales are considered normal; however, for all other classifications, the criteria is contiguous properties purchased from different sellers. If it is one seller, it is not considered assemblage.
11	N/A	DO NOT USE
12	Forced Sale, Foreclosure, Forfeiture, Sheriff's Sale, Tax Sale, or Transfer Arising from Default	This would not include post-activity sales from a third-party to another. If Buyer or Seller is either a financial institution, or a party to the deed, then it is not used for Equalization. Should be a Sheriff's Deed or have an exception on the deed referencing Iowa Code section 428A.2(18).

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13	Sale to/by Public Utility or Railroad	Property that is centrally assessed by the Department of Revenue. Be sure to code the sales to which this applies. Exceptions: 1) If a centrally assessed seller sells a property that is not used exclusively in its operation and not included in the centrally assessed valuation, please note in the comments section "The seller is centrally assessed, but the property is not used exclusively in its operation." 2) If a centrally assessed buyer buys a property that will not be used exclusively in its operation, please note in the comments section, "The buyer is centrally assessed but the property will not be used exclusively in its operation."																																				
14	Exchange, Trade, Gift, Transfer from Estate. (Including 1031 Exchanges;1033 Exchanges are considered normal)	Transfers from an Estate would include the name of the Estate and/or a Court Officer's Deed. Sale by heirs is normal. Be sure to code all estate sales regardless of classification. Normal ag sales are used in the annual Real Estate Assessment Sales Ratio Study.																																				
15	Change in Classification	Must state class changing from and changing to.																																				
16	Improvements or Demolition (After January 1 of the year of the sale, but prior to actual date of sale)	Documented new additions, new buildings/garages, basement/attic finish or removal of buildings/garage where construction or demolition started after Jan 1 st in year of the sale, and before the sale date will not be used for Equalization. Fire or flood damage must occur after January 1 but prior to the sale date. We must know the specific improvements/demolition that happened after Jan 1st in year of the sale and prior to the date of sale. If the house or parts of the house were gutted after Jan 1 st in year of the sale, please note that on the DOV. Updating/replacing of items, such as carpet, cabinets, paint, windows, furnace/air conditioner and roof, are not considered abnormal for our purposes. A copy of the assessment notice in the year following the sale that indicates the amount of new construction or demolition is required for this NUTC. You must report the subject parcel(s) as new construction or demolition on your reconciliation report for the subsequent year. Factual documentation should be available to the Department upon request.																																				
17	Sale Between Family Members or Related Parties	Defined as: <table><tr><td>Mother</td><td>Stepmother</td><td>Mother-in-law</td><td>Grandmother</td><td>Aunt</td><td>Foster parent</td></tr><tr><td>Father</td><td>Stepfather</td><td>Father-in-law</td><td>Grandfather</td><td>Uncle</td><td>Foster child</td></tr><tr><td>Daughter</td><td>Stepdaughter</td><td>Daughter-in-law</td><td>Granddaughter</td><td>Niece</td><td>Foster sister</td></tr><tr><td>Son</td><td>Stepson</td><td>Son-in-law</td><td>Grandson</td><td>Nephew</td><td>Foster brother</td></tr><tr><td>Brother</td><td>Stepbrother</td><td>Brother-in-law</td><td></td><td></td><td></td></tr><tr><td>Sister</td><td>Stepsister</td><td>Sister-in-law</td><td></td><td></td><td></td></tr></table>	Mother	Stepmother	Mother-in-law	Grandmother	Aunt	Foster parent	Father	Stepfather	Father-in-law	Grandfather	Uncle	Foster child	Daughter	Stepdaughter	Daughter-in-law	Granddaughter	Niece	Foster sister	Son	Stepson	Son-in-law	Grandson	Nephew	Foster brother	Brother	Stepbrother	Brother-in-law				Sister	Stepsister	Sister-in-law			
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18	Court-ordered Sale																																					
19	N/A	DO NOT USE																																				

Code #	Description	Instructions
20	N/A	DO NOT USE
21	Lot assessed as unplatted land (5 year plat rule)	
22	Fulfillment of Prior Year Contract	
23	Assignment or Assumption of a Contract for Deed	A third party assumes the original contract terms for buyer or seller.
24	Auction Sales	This does not include Agricultural sales.
25	Partial Assessment (New Construction or Incomplete Structural Changes as of January 1)	Applies to new construction, but not remodeling; and incomplete structural changes as of January 1. Do not use this code for updating/replacing of items such as carpet, cabinets, paint, windows, and roof which are not considered abnormal for our purposes. The year built for the new property must be provided as a part of the record.
26	Split or Division	
27	Property Assessed by Two Assessors	
28	Sale of Two or more Parcels with Different Statutory Classifications	Multiple parcel sales with more than one classification are abnormal. This does not include dual class. Agricultural property with a residential dwelling is not abnormal.
29	Sale between Tenant and Landlord (Includes Sale/Lease-back Transactions)	Buyer rented or leased the property prior to purchase. Includes sale/lease back transactions.
30	Transfers to Correct or Modify Conveyance	Should have an exception on the deed referencing Iowa Code section 428A.2(10); there is no DOV required for these.
31	N/A	DO NOT USE
32	Cemetery Lot Sales	
33	N/A	DO NOT USE
34	Vacant Lot	Not to be used for agricultural property. If residential property, and there is no dwelling just an improvement, state what the improvement value is for. (Examples: a garage with no dwelling, or a shed with no dwelling.)

Code #	Description	Instructions
35	Vacant Building	This does not apply to residential properties for single-family or duplex dwellings. It is applicable to residential 3+ (formerly multiresidential), commercial and industrial properties. The building must be vacant a year or more prior to the date of sale. The DOV must state how long the building has been vacant. If the length of vacancy is not on the DOV, the sale will be considered normal.
36	Prior Year Sales	Prior year refers to the instrument date year of the sale. We use the date of instrument not the date of recording.
37	Easements	
38	No Consideration	Be sure to code all sales that this applies to regardless of classification. Should have an exception on the deed referencing Iowa Code section 428A.2(21).
39	N/A	DO NOT USE
40	Sale of Land Without Leased Building	
41	Sale of Leased Building Without Land	Should only be a Bill of Sale.
42	Transfers Intended to Secure a Debt or Other Financial Obligation	Should have an exception on the deed referencing Iowa Code section 428A.2(8).
43	N/A	DO NOT USE
44	Mobile Home Not Assessed as Real Estate Included in Sale Price	For our purposes, the mobile home must be on a permanent foundation or rendered immobile.
45	Relocation Sale	Sale to or by a relocation company.
46	Sale with Consideration Paid for Real Property of \$10,000 or Less	Code all sales that this applies to regardless of classification. If there are other NUTC that apply, use this NUTC as it has priority.
47	Section 42 Housing	
48	Properties with Minimum Assessment Agreement Unless the Assessment is Greater Than the Minimum Assessment Agreement	

Code #	Description	Instructions
49	N/A	DO NOT USE.
50	Other with Explanation	This code is only for unusual sales where no other NUTC applies. An explanation and documentation of the date, time, who was contacted, and who from the assessor's office made the contact is required. Do not use this code for any other sales.

About Sales Used for Equalization

All sales (contract, deed, normal, and abnormal) are to be coded with a NUTC. See the drop-down of NUTC in the DOV application with descriptions.

Contract Sales are not used for Equalization primarily because they would require adjustment for use in Equalization. For specifics on this subject please review Iowa Code 441.21.1.b(1). Normal contract sales are used for the annual Real Estate Assessment Sales Ratio Study, if contract sales are not coded properly that will distort the annual Real Estate Assessment Sales Ratio Study.

Declarations of Value are the source of the basic data used by the Department of Revenue in the Equalization process and production of the Summary of Real Estate Assessment. All transactions, whether contract or deed, must be coded with the appropriate transaction code to indicate any abnormal sales condition. Assessors are required to complete the Declaration of Value form as prescribed by the Director.

Note: Upon request by IDR you may be required to provide documentation of the date, time, who was contacted, and who from the assessor's office made the contact.

If you feel a sale that is left normal by IDR causes you to receive an Equalization Order you will need to protest the order and provide all documentation for the sale to the administrator at the time of the protest. You must have made a sales comment on the particular sale in question within the 45 day requirement found in I.A.C. to protest a specific sale during an Equalization appeal.

Declarations of Value forms are due promptly and regularly. As previously discussed, contract sales are not used for Equalization and must be identified by the assessor on the Declaration of Value.

On May 1 of each year, a listing of the commercial, residential and multi-residential transactions determined to be normal, arms-length, and suitable for Equalization for the prior calendar year are published and available for public inspection. Assessors have 45 days to make comments or corrections to the transactions published.

See Iowa Code section 421.17(6) and Iowa Administrative Code sections 701 – 71.10(1), (2) and (3) for specifics.